



# Job Seeking Skills Workshops

No cost workshops open to all job seekers

December 2016

Job Seeking Skills	Date	Time	Location
<b>RESUMÉ WRITING:</b> Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	Dec 6, 20 Dec 13, 27	9:00 AM–11:30 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
<b>INTERVIEWING SKILLS:</b> Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Dec 6, 20 Dec 13, 27	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Dec 5, 12, 19 Dec 14, 29 Dec 13	9:00 AM–1:00 PM 12:00 PM–4:00 PM 9:00 AM–1:00 PM	Logan EC Logan EC BATC Logan Campus
<b>EMPLOYMENT ESSENTIALS LAB:</b> Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Dec 2, 9, 16, 30 Dec 23	2:00 PM–4:00 PM 10:00 AM–12:00 PM	Logan EC Logan EC
<b>EMPLOYMENT ESSENTIALS - YOUTH AGES 14+:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Dec 7	3:00 PM–5:00 PM	Logan EC

Register at [jobs.utah.gov](http://jobs.utah.gov) or speak with an employment counselor.

**Employment Center (EC) Locations:**

- ★ Brigham City EC  
138 W. 990 S.
- ★ Logan EC  
180 N. 100 W.
- ★ BATC Logan  
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

**Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.***

**Department of Workforce Services • [jobs.utah.gov](http://jobs.utah.gov) | [americanjobcenter.org](http://americanjobcenter.org)**



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<b>PROFESSIONALISM: SUCCESS IN THE WORKPLACE:</b> Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	Dec 1 Dec 28	1:00 PM–3:00 PM 2:00 PM–4:00 PM	Logan EC Logan EC
<b>*LINKEDIN #1:</b> Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	Dec 5, 19	2:00 PM–4:00 PM	Logan EC
<b>JOB SEARCH STRATEGIES:</b> Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	Dec 8 Dec 22	3:00 PM–5:00 PM 11:00 AM–1:00 PM	Logan EC Logan EC
<b>FEDERAL APPLICATIONS:</b> Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.	Dec 1	11:00 AM–12:00 PM	Logan EC
<b>MILITARY EXPERIENCE MATTERS:</b> Learn how to transfer your military experience and skills to civilian employment using state and federal resources.	None		

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Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



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Life Skills			
<b>BUDGETING:</b> Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Dec 12, 22	2:00 PM–4:00 PM	Logan EC
<b>ASSERTIVE COMMUNICATION:</b> Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Dec 20	9:00 AM–1:00 PM (PART 1)	Logan EC
	Dec 21	9:00 AM–1:00 PM (PART 2)	Logan EC
	None	9:00 AM–1:00 PM (PART 1)	Brigham City EC
	None	12:00 PM–4:00 PM (PART 2)	Brigham City EC
<b>HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE:</b> For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	None None		Logan EC Brigham City EC
<b>STRENGTHENING THE COUPLE RELATIONSHIP:</b> Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.	None None		Logan EC Brigham City EC
<b>PARENTING WITH LOVE AND LOGIC:</b> Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	None None		Brigham City EC Logan EC

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